

MINUTES FOR INTERNATIONAL BOARD OF DIRECTORS CONFERENCE CALL  
**Tuesday, September 10, 2024 – 3:30 PM Eastern USA Time**

ATTENDANCE –

Directors have voting rights; alternates can vote in their place if the director is absent

	Director		Alternate	
<b>Australia</b>	Tony Van der Staay	✓	Bruce Higgs	✓
<b>Eastern Region NA</b>	David Sanford	✓	Keith Osborne	✓
<b>Europe</b>	Tim Lawrance-Owen	✓		
<b>Japan</b>	Peter Waugh		Hiroaki Ohashi	
<b>New Zealand</b>	Antony Toledo	✓	Lisa Burton	
<b>Southern Region NA</b>	Laura Miller	✓	Brie Arthur	✓
<b>Southern Africa</b>	Jason Myburgh	✓	Elsa du Toit	✓
<b>Western Region NA</b>	Jim McConnell	✓	Gayle Suttle	✓

Non-Voting Executive Positions

<b>Chair</b>	Tom Saunders	✓
<b>Treasurer</b>	Donna Fare	✓
<b>Editor</b>	Bob Geneve	✓
<b>President</b>	Grant Hayman	✓
<b>Vice President</b>	Elizabeth Dunham	✓
<b>Executive Director</b>	Katie McDavid	✓

Welcome and Call to Order

Meeting was called to order at 3:40 PM by the Chair.

Approval of Minutes

Motion to approve minutes from June 11, 2024 board meeting was proposed with additional attendance of Bruce Higgs noted, seconded and unanimously approved.

Previous Action Items were completed as the International Tour dates were uploaded to the website, Proceedings data from Google Analytics pre-public access was not available, and the name rebrand documents were to be discussed later in the meeting.

International Tour Update 2025

New Zealand has submitted the itinerary for the International Tour. Registrations should open by the end of September.

International Office Report

There were no notes from the International Office.

Website Discussion

The Executive Director presented the three website quotes and the web committee's proposal that Tower Marketing be selected as the company for our new website. A motion was proposed to accept the recommendation of having Tower Marketing create a new website. The motion was seconded and unanimously approved.

### [Name Rebrand](#)

There was a discussion about the short versus long name rebrand document. In general, regions felt the short version was more useful but access to the long document would be valuable. A link to the long document will be added to the short document along with the link to the voting and the introductory paragraph from the long document. A motion was made to approve the short documents with the changes listed above. It was seconded and approved.

A thorough discussion ensued as to how long to leave the voting window. There will be a push from the International Office and the Regional Secretaries to promote voting. There was a motion to approve opening the voting as soon as possible and closing it on December 31, 2024. The motion was seconded and approved.

### [Exchange Program](#)

An update was given on a newly coordinated effort to include Eastern Region in an exchange program with Southern Region, Eastern Region, and Europe. Southern and Eastern will alternate years with the Europe Region and on the off-year, they will support two young professionals to attend the other North American conferences.

### [Editor's Report](#)

Proceedings uploaded to the website. International Editor reminded regional editors the timeline for submitting papers. Additionally, if those in the Southern Hemisphere submit papers immediately after their meetings, they can be formatted and uploaded to the website before the entire Proceedings is finalized.

### [Treasurer's Report](#)

The Treasurer mentioned all accounts are in good shape with no major changes. A question was asked regarding the way that the organization is billed for the new website with an explanation that it will be charged in seven monthly payments. The Treasurer also noted that the investment committee will be meeting later in September and will report on finances in December.

### [Adjournment](#)

The meeting was adjourned at 4:50 PM.

### [Next meeting:](#)

December 10, 2024 at 2:30 PM Eastern Time